

20 May 1965

To :

From : Chief, Records Administration Staff/DDS

Subject: Records Officers Meeting - 27 May 1965

1. I want to meet with you and the other Records Management Officers in the DDS&F and DDI Directorates in the DDS Conference Room, 7D-34, Headquarters on 27 May at 10:00 A. M.

2. I want to discuss these things:

a. Results from the recent Campaign to Implement the President's Moratorium on the Purchase of Filing Equipment.

b. Results of the research conducted by the National Bureau of Standards on Microfilm Blemishes.

c. Processing of requisitions for filing equipment.

d. Courier and Document Receipt for TS and Code Word material.

3. This meeting should not last any longer than one hour. In addition to the above subjects, I hope that you will present topics that will be of particular interest.

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MORI/CDF

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